

THE NATIONAL

Secretary

MAY, 1949

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THE NATIONAL SECRETARY

The National Association of School Secretaries

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

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Miss Mary E. Bowers

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the PRESIDENT'S MESSAGE

Dear Members of the National Association of School Secretaries:

Spring is in the air today and I would like to have you join me for a trip across the country, perhaps a journey into the "Blue Beyond." Let us start out on a winter day about the middle of February when the days were gray, the trains weren't running on schedule and a train reservation would become a myth instead of a reality without notice. The storms that had swept across the western country had tied up and crippled transportation to such an extent so that it seemed necessary to take to the air in order to get anywhere—So, San Francisco, here I come—leaving Chicago air port no flight 35, Constellation, non-stop. As we rose into heavy gray ethereal regions the charming hostess informed us that we would be flying at sixteen thousand feet and that we would stop at Albuquerque for refueling—she carefully neglected to tell us that our detour was due to heavy winds across the direct route. And then we were drifting down between the mountains and there was the beautiful city of New Mexico nestled in the valley. It seemed that the refueling took a minimum of time for very soon we were in the air again going toward the setting sun into the dusk with the city lights silently blinking on, a glimpse now and then of the rolling Pacific, a gorgeous golden moon and then we settled down at the San Francisco airport just seven hours after leaving the home port—don't forget that there is a two-hour change of time. If there was such a word as "beyondness" I'd use it here for I was there, now I'm here, I've looked upward, I've looked downward and almost into the beyond, yet it has all been gloriously real. The limousine rolled us up hill and down to the terminal in the heart of the city, then the never-to-be-forgotten taxi ride taking the corners on two wheels finally to arrive at the Palace hotel with all brakes in action with one accord. A telegram had been sent to the hotel that I was arriving a day early and would want a reservation. They had made arrangements with another hotel close by to house me so I was shuttled off, much to my surprise by the same energetic and determined taxi driver, and was rather glad to arrive at a landing port.

The following morning I moved over to the Palace Hotel and found that some folks had already arrived for there was Belle Kuehny and a group from Los Angeles and Anne J. Critchlow from Salt Lake City. All during the day others arrived so that it was just like a dormitory reunion after a holiday vacation. Our genial San Francisco hostesses, Edna Denhard, general conference chairman, Mary Cavanaugh,

Candice Tapscott and Maude Murphy, had made arrangements for us to get to the City College of San Francisco for a dinner which was our first informal get-together. It was a beautiful evening and I can only make mention of a few of the outstanding things such as the beautiful orchid corsage the girls gave to me, the excellent dinner, a tour of the city college offices, the thrill of the ride over the hills back to the hotel for the open hours in our suite of rooms at the Palace Hotel. It was a gala evening with the opportunity to visit with everyone and you can imagine my great surprise to have a former Illinois school secretary, Eloise Ashby Smith, drop in to see me.

On Saturday morning the first general session was opened by a welcome from Edna Denhard, general chairman, a cordial greeting by Dr. Herbert Clish, Superintendent of schools in San Francisco, and a most interesting talk on "Secretaries I Have Known" by Dr. A. John Bartky, Dean, College of Education of Stanford University. A delightful chinese luncheon was enjoyed by national, state and local officers of associations and conference committee members.

The second general session in the afternoon was devoted to a panel discussion on "The Value of Training" and was led by Bettye Wells of Los Angeles. At 6:30 we met in the Franciscan room of the Sir Francis Drake Hotel for the all-conference dinner. The setting was beautiful with unusual floral arrangements on each table, clever programs and a gardenia corsage at each plate. Students from the school of music of the City College furnished music and Dr. Harold Spears, Assistant Superintendent of San Francisco schools, entertained with one of his very clever chalk talks using our own *Nancy National* as his theme. On Sunday morning many enjoyed the bus tour of scenic San Francisco and then came the sad time of saying farewell to everyone.

It's again time to move on so on Monday afternoon five of us took the ferry across the beautiful bay to Oakland to our train for Ogden, Utah. We traveled into the mountains to awaken in the morning to the glorious beauty of the frost covered trees, shrubs and fences. Then the great Salt Lake was crossed to arrive at Ogden hours late, and the trolley transported us on to Salt Lake City. Since my reservation on the City of St. Louis was not until the following morning you can imagine my utter amazement when I was informed that that train was not going to be sent out the next morning, but they could give me a reservation for Denver that night and out of there the next afternoon for St. Louis. Being the era of "the time to travel is when the train goes" I quickly took the reservations and then Anne Critchlow and I went to work at her nice apartment to try to get a few details for the summer convention and institute worked out. We worked fast and furiously until train time and as tired as we both were much was accomplished. The ride through the mountains was slow but picturesque—the ski slides, great herds of deer feeding in clear places on the mountain side, clear sparkling mountain streams, Moffat tunnel, beautiful Glenwood Springs and finally Denver with Rita Putnam waiting to greet me. In the very short time between trains we visited the Board of Education offices, lunched (lightly) and covered a great deal of territory conversationally and otherwise.

The next lap of this journey was a surprise for it was my pleasure to be on one of those new streamlined lined vista dome miracles that skims silently and

mysteriously across the country. As soon as the train left Denver the conductor told me that I should go right up to the vista dome car to enjoy the ride to Colorado Springs. That will be a never-forgotten experience for there were the mountains, the strange rock formations, snow capped hills, with Pike's Peak towering over them all and finally Colorado Springs, then Pueblo and into the night and the prairie. Next stop, St. Louis.

The second regional conference was all that the general chairman, Georgia A. Davis, and her assistant, Alice Schroeder, had dreamed up for us. On Friday night the executive officers, Sara Milner, Mary Bowers, Marian Homer, Georgia Davis, Martha Luck and I were the hostesses for an informal open house in our suite at the Statler hotel. We were thrilled to have representatives from Texas, Minnesota, Ohio, Michigan, Wisconsin and a large group from Arkansas. On Saturday morning after the usual formality of opening our first session Martha S. Luck talked to us on "Envoy Extraordinary" and she was most enthusiastically received by two groups, our own, and the school board association members who were meeting in the adjoining room for their applause would come at most appropriate times during the speech for Martha to take a bow. During the noon hour the national, state and local board members as well as the conference committees enjoyed a luncheon together and were able to talk over a few of our common problems. The afternoon panel session was capably led by Prudence Nicholas of Des Moines on "To Know or Not to Know—the Why, What, Who and How of In-service Training". The Steamboat Room of the Mark Twain Hotel was the scene of the all-conference dinner and it was beautifully set up in true school fashion with little red school houses on the tables and imitation slates which contained the evening program at each place. The president-elect of the American Association of School Administrators, John L. Bracken, brought greetings to the group, music was furnished by the Harris Teachers' College singers and Phil M. Hickey, Superintendent of the St. Louis Public Schools, spoke on "School Secretaries, Education's Aides." On Sunday morning many enjoyed the tour of the city and again it was time for those sad farewells. Martha Luck and I stayed over until Tuesday morning since Martha was billed for a Parent-Teacher panel on Monday afternoon and I had a few things to finish before leaving the city.

Homecoming was a pleasure but I soon found myself working day and night trying to catch up with office work and with association correspondence, so that March 24 found me ready to hit the trail again and I was off to Philadelphia for the third regional conference. This opened on schedule due to the careful planning of the general chairman, Rea Lindenberg, with the open house in the suite at the Bellevue-Stratford Hotel and executive board members Eunice Bounds, Martha Luck, Marian Homer, Eleanor Dearden, Rea Lindenberg and Louise Henderson Nelson assisting me as hostesses. On Saturday morning we heard about "Complexities Compounded" from Charles H. Williams, principal, Benjamin Franklin High School of Philadelphia. A luncheon meeting of the national, state, local board members and the conference coordinating committee was enjoyed at noon. Louise Henderson Nelson led the afternoon panel on "What Type of Training does a Secretary Need and Want for both Personal and Professional Growth" and then she showed her colored pictures taken in the offices of the Philadelphia public schools on office procedures. Another honor was ours for it isn't all meetings that can boast of having a big name band furnish sound effects for their meetings,

yet this happened to us for in the room next to our meeting room Paul Whitman was rehearsing with his famous orchestra.

That evening the all-conference dinner was given in the South Garden room of the Bellevue-Stratford Hotel. The a cappella choir from Frankfort High School in Philadelphia gave a very fine musical program. At dessert time we were especially honored to have Louis P. Hoyer, Superintendent of the Philadelphia schools and Willard Goslin, president of the American Association of School Administrators, leave their own executive committee dinner to join us and extend a greeting to our group. Mr. Goslin told the group that this is the first time that he and I had caught up with each other on our tour across the country with our "road show." "The Secretary: Citizen of Today's World" was the theme of Mrs. Dorothy B. Crawford's talk to us that evening. Sunday morning many took the tour of historic Philadelphia, others met in conference, but finally many of us met for lunch.

Monday morning was taken up with conferences and I was even a silent witness to a press conference. In the afternoon I went in to New York to join Eleanor Dearden, Prudence Nicholas and Martha Luck who had been working on manuscripts and outlines for the proposed yearbook. In the evening we saw "Edward, My Son" which was a very unusual and interesting play—put it on your list if you are in New York or if it comes your way. The next two days were taken up with conferences, some sight seeing, some shopping and a very beautiful drive up the Hudson River after crossing the George Washington Bridge, past the Palisades, to Bear Mountain Inn, back to the 125th street ferry, down Riverside Drive, past the Queen Mary, which had docked that day, and to our hotel to make the usual mad dash for the train.

Thursday morning Martha Luck and I arrived in Cleveland as the representatives from the National Association of School Secretaries to the UNESCO meeting. Most of the sessions were held in the auditorium and it was our privilege to hear many members of the U. S. National Commission for UNESCO, including Milton Eisenhower, George N. Shuster, Sir John Maud, George D. Stoddard and Mrs. Franklin D. Roosevelt. One morning I had the opportunity to visit a large high school and later to see the Board of Education offices in Cleveland. On our last day Vivienne Sumpter of Cleveland Heights and Florence Howell of Akron had lunch with us.

The show is over and I must come out of the "Blue Beyond" to put my feet down on the good earth. These conferences have been much work for many people, and they have taken a lot of planning but it has been a means of bringing together approximately five hundred school secretaries. I'm very happy over the results, the enthusiasm which you have shown at these meetings and your desire to have more of these conferences. Thank you for your wonderful spirit of cooperation and I shall be looking forward to seeing all of you in the very near future.

Sincerely,

EDNA ATKINSON

FIFTEEN YEARS FLASH IN REVIEW

1949 marks the fifteenth anniversary of the founding of the National Association of School Secretaries. In observance of the occasion, the following report of progress has been compiled to feature one highlight of each year in the life of our organization.

- 1934 — July 5—A small group of approximately 30 persons, representing the states of Ohio, California, Tennessee, New Jersey, Pennsylvania and the District of Columbia, arrive in Washington, D. C. for the first national meeting of school secretaries.
- 1935 — First national convention held in Denver, Colorado, under the leadership of Alberta Cordier.
- 1936 — Dr. John W. Studebaker, U. S. Commissioner of Education, addresses annual meeting in Portland, Oregon.
- 1937 — Three hundred secretaries attend the Detroit meeting at which such prominent people as Dr. Frank Cody, Superintendent of the Detroit Schools; Cameron Beck, Director of the New York Stock Exchange; Dr. Charl Ormond Williams, field secretary of the National Education Association, are special guests. Speakers include Dr. Lester K. Ade, Pennsylvania State Superintendent of Schools, and William J. Cameron of the Ford Sunday Evening Hour.
- 1938 — Four hundred delegates register for the annual meeting in New York City at which special guests include President and Mrs. Roosevelt and Dr. John A. Sexson, president of the American Association of School Administrators.
- 1939 — Sixteen states are represented at the fifth annual meeting held at San Francisco.
- 1940 — Membership increases to 1867 as reported at the convention in Milwaukee, Wisconsin.
- 1941 — "The value to you of a professional organization" is the theme of the convention held in Boston, Massachusetts. Special guests include Mrs. Myrtle Dahl, president-elect of the National Education Association, Mrs. Minetta Hastings, vice-president of the National Congress of Parents and Teachers, and W. H. Pillsbury, president of the American Association of School Administrators.
- 1942 — At the annual convention held in Denver the theme "Morale in Woman's Work" portrays the role of the school secretary in war time.
- 1943 — Association business is carried on through a meeting of the executive committee in Chicago because of cancellation of the convention due to war time travel restrictions.
- 1944 — Tenth anniversary of the Association is celebrated at a dinner given by the Pittsburgh group honoring the officers and executive board members. Constitution and by-laws revised at this meeting.
- 1945 — First workshop for school secretaries is conducted at Columbia University in New York City. One hundred and sixty-nine school secretaries attend.
- 1946 — National Association of School Secretaries admitted as a regular department of National Education Association.
- 1947 — Executive board carries on association work because housing shortage necessitates cancellation of annual meeting.
- 1948 — First regular post war convention held in Cleveland. This is followed by an institute for school secretaries at Western Reserve University.
- 1949 — Fifteen years of progress. A national convention to be held in Salt Lake City to be followed by an institute at the University of Utah. Many other institutes scheduled.

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FRANCES E. ROSENTHAL
Editor



DOROTHY L. LITTLETON
Assistant Editor



THE EDITORS' PAGE

From all sections of the country—north, south, east and west—have come expressions of approval of the plan which your editors tried out in the February issue of our magazine. We're gratified, to say the least, and very much encouraged by the generous comments. So we'll carry on in the same direction, for a while anyway, and we'll hope that what we put together for you will continue to merit your endorsement.

But we don't want to become static or dull or repetitious. So we're counting on you for suggestions as to the type and content of the articles and other materials to be included in successive issues. If you have ideas or desires please make them known to us. If you have suggestions concerning authorities who might be persuaded to put helpful thoughts or programs into writing for the benefit of all of us, just send us the information and we'll do our best to follow through.

The thrill that comes once in a lifetime came to us soon after the release of our February issue when *Education Digest*, that peer of the professional digest magazines, wrote to us requesting permission to use in a forthcoming issue the article "The School Secretary and the Faculty" which Dr. Ralph Walter wrote especially for us. We jumped in glee to think of the expansion of the fame of our magazine through the appearance of its name on the cover of *Education Digest*. Now, of course, we've an even greater challenge—to publish more material that will have appeal and value meriting further recognition.

We hope you'll like the selection of topics for discussion in this issue and we hope, too, that the statements of the authorities who have attempted to assist us will prove of value to all of you. We've followed our original scheme so far as the representation of fields of interest is concerned. In the public relations area there are hints on what the business people who daily enter our offices think of us and our treatment of them. Can you honestly place yourself in the 99 44/100 per cent category, as Mr. Van Voorhies defines it? For our "extra responsibilities" this month, you'll agree we're certain, that we're being well counseled on the part we can play in the school health program. Dr. Vernier, from his wide experience, points out how much we can assist in this extremely important area. In the realm of "techniques" we believe you'll find Mrs. Lambert's discourse on the importance of financial records a stimulating account of a significant phase of our responsibility. And as for personality, what can do more to help us develop and accent it than a timely discourse on fashion? The pointers Miss Fenley provides should push all of us swiftly into that "best dressed woman" classification.

And now we hope you'll enjoy the articles and perhaps will profit by the information and counsel so generously provided by experts.

The materials in this edition of our magazine should, we hope, suggest possibilities for future issues. Won't you let us have the ideas that occur to you as you read the pages that follow?

Most sincerely,

The Editors—FRANCES AND DOROTHY



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ABOUT OUR AUTHORS

Elmon L. Vernier is Director of Health and Physical Education in the Baltimore Public Schools. A native of Indiana, he earned his bachelor's degree at the University of Michigan and his master's and a doctorate at Teachers College, Columbia University. His professional career began when he served as Director of Physical Education and coach at the Arthur Hill School in Saginaw, Michigan. He then became assistant professor of Physical Education and assistant football coach at the University of Cincinnati. For five years he was instructor of Physical Education at the New Rochelle, N. Y., High School and his record led to promotion to the directorship of Health and Physical Education in the New Rochelle Public Schools. His term in this post was interrupted by World War II, during which he served as a captain in the army and made a notable contribution as author of the manual "Physical Training for Airmen."

In between times Dr. Vernier has been called upon to act as a consultant at the Institute of Educational Research, Division of Structure and Organization at Columbia, University, and has done part-time instructing in Health and Physical Education at Teachers College there. He has held top offices in the American Association for Health, Physical Education and Recreation and at the present time is the Maryland representative to that association. When he writes on the part the school secretary can play in the Health Program he speaks not only with authority but from a rich and varied experience in the field.

When we asked **Rousseau Van Voorhies** for some biographical data so that we could acquaint you with him, he wrote the following statement which we quote because it not only gives essential information but also affords an insight into his provocative personality:

"Like Winston Churchill, I picked up a little learning from the Bayous of Louisiana to the Banks of the Seine, where the University of Paris saw fit to crown my scholastic efforts with a diploma and accolades to boot from a baffling and bewhiskered rector. Such auspicious academic ascent catapulted me to the very heights of the perpetual presidency of the Boswell Institute with its degrees of frustration and worldly wisdom, and its research in 18th century English literature as influenced by Dr. Samuel Johnson and James Boswell and their immortal circle of wits, scholars and conversationalists supreme. My civic and educational interests are taken care of by the Schools Committee of the Union League Club of Chicago, and by that smart publishing house, the Silver Burdett Company."

Virginia E. Lambert is Administrative Secretary in the El Monte School District of Los Angeles County, California. She has been employed in the Los Angeles County schools of that district for twenty-one years and is planning to retire at the conclusion of this school year. During this period of distinguished service she has been secretary to the superintendent, has taken an active interest in all educational groups for advancement, and was one of the founders of the Los Angeles County School Secretaries Association, serving as their first chairman and later as their president. During the 1946-47 school year Mrs. Lambert took a leave of absence to accept an overseas assignment with the United Nations Rehabilitation Program for which she was stationed in Shanghai, China. She served there as Administrative Secretary and Assistant Placement Officer in the Personnel Division.

From her long experience in administrative offices she has developed an important philosophy of record keeping which she shares willingly and presents in her interesting article for the stimulation of school secretaries throughout the country.

Fashion editor, **Joyce Fenley**, conducts a daily column in the Chicago Herald American. Besides reporting on the latest fashions, what and where to buy them, how to wear them, she and her staff answer hundreds of personal letters on clothes problem, wedding and social etiquette.

Miss Fenley, who in real life is Mary Lee Thompson, has been in the fashion field for some 15 years. Starting as a cub reporter in Grand Rapids, Michigan, she later went with a department store; was in turn fashion copywriter, assistant ready-to-wear buyer, store stylist, and advertising manager.

Coming to Chicago in 1942, she handled advertising and promotion for a wide variety of fashion manufacturers before joining the staff of the Herald American. Her knowledge of the fashion business in all phases has made her exceptionally well suited for work as fashion editor of one of the midwests largest evening newspapers.

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*This commanding lead over the next most widely used general magazine was proved in a 1946 Gallup Survey of readership among high school students.

EDUCATIONAL DEPARTMENT, THE READER'S DIGEST

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THE SCHOOL SECRETARY AND THE HEALTH PROGRAM

Elmon L. Vernier

The school secretary can render invaluable service to the school health program. With the school physician, school nurse, principal, teachers, and custodian she should share in the procedures for pupil health protection and improvement. Such procedures may include emergency first aid, prevention and control of communicable diseases and discovery of pupil health needs and problems.

In the past the responsibilities for the school health program were vested primarily in the school physician and school nurse. The program was concerned mainly with routine medical examinations and first aid for emergencies.

Today education is interested in the total personality of the child and the mutual interdependence of physical, mental, and emotional health. Therefore, a broad school health program is basic to the growth and development of children and merits the cooperation of the entire school personnel. Here, the school secretary holds a strategic position.

She should have full knowledge of the school's health policies in order to serve the school and the parents intelligently. Acting for the principal, physician, nurse, or teachers the following responsibilities may frequently be considered hers.

She may be the liason officer between the school and the home. Usually she is the first person whom the parent contacts when a phone call or a visit is made to the school. She is often the only one available to answer the parent's questions. The nature of her replies is highly important in maintaining good school-home relationships.

She should have a clear understanding of the purpose of the medical examination in order to assist the health service personnel in conveying the proper information to parents. She should be familiar with the policies and administrative procedures involved. This is of particular importance in dealing with parents who are enrolling their children for the first time.

Every school secretary should have a thorough knowledge of first aid. By all means she should not shoulder all the responsibility but it is desirable that she share with teachers in this procedure. She should be particularly aware of the school health policies governing procedures for transportation of injured pupils, calling the family physician, notifying the parent, etc.

Health and social agencies play an important part in pupil health problems. The school secretary must understand the function and purpose of the various agencies and be prepared to converse intelligently with these offices relative to the pupil referrals from her school.

She is responsible for assisting the school health personnel with certain clerical work, but not to exceed the amount of such services rendered to those of any other department.

Like the classroom teacher she should be able to detect in pupils any deviations from normal health status *but she should never attempt diagnosis!*

The school secretary occupies a very important post in the school organization. Because of her position the various health problems of pupils cannot by-pass her. Her ability and willingness to assist in these problems means much in the protection and improvement of pupil health.



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PRIVATE SECRETARIES AND PUBLIC RELATIONS

Rousseau Van Voorhies

The prophet's arresting warning, "Where there is no vision, the people perish," could very well be paraphrased, "Where the secretary has no vision the principal perishes." In fact, even the superintendent, for sound public relations assures not only the success of the school program, but the very life and growth of American democracy. As Thomas Aquinas would put it, public relations is the very quintessence of democracy. Let us see how it works in the school world for the success of education which means the assurance of democracy.

The school secretary is the ambassador of education. She can, in the vernacular, make or break her boss. She has a tremendous responsibility, for the impression she makes is the one the caller, commercial or otherwise, will have of the system she represents, if not of the school executive who is her associate. What is the most important vision the secretary should possess? What is its connection with democracy? This vision goes back to the very beginning of time as related in the Bible: "Let there be light, and light was." For public relations in a democracy means turning the light on so as to be of service to everyone, as opposed to the darkness prevailing behind the iron curtain of Joe Stalin and his 13 vicious and visionless victims of the politburo.

There are as many varieties of school secretaries as crocuses in an English country garden, or as pickles in the Heinz brand, depending on the impression they make on the commercial caller. For it is the public relations job that the school secretary can do with the help of the commercial caller which is under consideration here, and we especially refer to the bookman as a commercial caller, although he the bookman, the real bookman, is truly an educational consultant, and most important to the success of the school man and to the vital and constructive growth of education. Dr. Herold C. Hunt, General Superintendent of Schools of Chicago, a true, sincere and intelligent friend of American education and of American democracy, recently pronounced himself thus on the relationship between the bookman and the educator:

"One of the oldest, most vital and meaningful of the relationships in education is the partnership between the school and the textbook. From the days of the earliest efforts to inculcate learning in the minds of young people the textbook has been the effective tool through which this has been accomplished. The school, whether a building teeming with students or a lonely house where a single child is endeavoring to develop for himself the fundamental skills which will enable him to take his place in his community, has ever depended upon the textbook for the presentation of the subject matter to be learned."

Dr. Hunt who has done more in "turning the light on," in bringing real public relations to real education, than any educator in America, says that

"The bookman is a true partner in this business of education. His knowledge of philosophy, the objectives and the standards of teaching are as broad and his understanding of the problems as keen as the teacher's. His service to the cause of education is immeasurable, for his part in providing and interpreting the materials of instruction is essential to the successful carrying on of the program.

"As teachers, we salute our partners in our worthy endeavor, the bookmen!"

And how do you, sincere and sapient secretary help the cause of education and democracy in your public relations with the bookmen? That's the \$64.00 question, sister. For the record, romantic or otherwise, I am happy to say that

99 and 44/100 per cent of the intelligent school secretaries know and practice excellent public relations in meeting the commercial public visiting schools. There is even humor in the ignorance of public relations techniques on the part of this school secretary's greeting to the visiting bookman, "And what is your problem?" Now we all have problems in this age of nuclear fission and flying saucers, but isn't it, to say the least, a rather awkward way of greeting one, "What is your problem?" School secretaries should leave all such personal questionings to the indefatigable Dr. Anthony in his gloomy efforts to straighten out the gloomy problems of gloomy people. And too a secretary may get the awkward reply that the one in the famous comedy *Harvey* gets when she asked the caller at the clinic, "What can I do for you?" . . . "What do you have in mind?" It might be a good thing for the bookman to practice the rejoinder, "What do you have in mind?" so as to give it with the comical genius of the great star of *Harvey*, the fascinating Frank Fay.

The following remarks are not addressed to the subscribers of *The National Secretary* magazine, nor to 99 and 44/100 per cent of intelligent school secretaries, and if you happen to bask in that category, just skip the following public relations pronouncements, in fact, why not just skip for spring is here, "spring, when a young man's fancy lightly turns to thoughts of love." Let's make our public relations fun, a game in which you never lose:

Love your work and love your fellowman. Live and enjoy every moment of this brief life. Horace puts it best: "Carpe Diem." Yes, seize the day! If tragedy comes to you or to those around you, be the philosopher who accepts the inevitable. There is much prattle about democracy today. Practice democracy by putting the Golden Rule in use, "Do unto others as you would have them do unto you." You have a great responsibility in helping to preserve democracy, the American way of life, as you meet those who call on you, commercially or otherwise. Try spreading the gospel of American democracy and of American education through your contacts with the public, with the press, with the radio. And now comes television to help you increase the scope of public relations in your school secretary work. Let's turn the switch on. Let there be light, and may I add, love and understanding.

This is a give-and-take world, and it seems as if I am taking much from Superintendent Hunt's views on the teacher-bookman partnership. But where could we go for more intelligent and sincere and constructive advice:

"The unique position of publishers' representatives in permitting this relationship to exist is now generally recognized. In explaining the features of the textbooks put out by their organizations, they acquaint educators with objectives and needs which have been expressed previously by other members of the teaching profession. In hearing and noting reactions to their offerings, these publishers' representatives are equipped to make suggestions to their companies for further improvements in subsequent editions. It is the ordinary but always important give-and-take policy. The benefit accruing to each side, however, is much more than ordinary—it is of major assistance, it is essential."

School secretaries, bookmen are partners with you in education and in democracy. In the spirit of smart public relations, welcome them. So, Au Revoir!

RECORDS AND THEIR IMPORTANCE

Virginia Irwin Lambert

From earliest history man has realized the necessity for some mechanical device to assist his limited perceptions in the recording of his activities. This aid would serve man in interpreting both for himself and for posterity. Records of the dawn man may yet be found painted on the walls of caves. Their once bright colors have dimmed little through the passing centuries. As man's relations with his fellows have increased in complexity with the development of trade, records of contracts remain. Modern civilization recognizes a necessity for written records. Our ancient brothers were well aware of a need for mechanisms to record the complex details of daily business transactions. They looked about for a way to integrate a multitude of facts into compact useful units. Even today the successful operation of any business venture is dependent upon such orderly organization of facts.

Today, whether we like it or not, our educational system finds itself in the realm of big business. How can this be otherwise when we stop to consider a few facts? A relatively few years ago our enrollment was numbered in hundreds; our appropriations in hundreds of dollars. Today enrollments are in thousands and public funds totaling millions of dollars annually are demanded for the needs of our rapidly expanding population. These demands include more than "basic necessities" of past years. Our present living standards are results of our national prosperity. They demand an educational system deluxe. Attendant upon it are facilities of transportation, huge auditoriums, cafeteria service and others.

It is obvious that only the most efficient and modern business methods will suffice to maintain order amid the maze of detail existing in such a situation. Thus today, we must make provision for a department within our organization whose function is the collection and recording of such information. This is needed by the administration to coordinate daily activities and to frame future plans. Information must be maintained in records of financial transactions. Other data thus organized pertain to buildings, supplies and materials, records of student and employee personnel. It becomes immediately apparent that the demands of finance record keeping assume the highest importance. Not only does the factor of money exert its influence on all aspects of our activities but the extent and qualities of these activities are directly dependent on the availability of the finances which may be delegated to their support. Furthermore school funds are a public trust and the wisdom with which they are utilized represents a grave responsibility to those who have been entrusted with their care. It should be remembered that the taxpayer is not just a chronic nuisance who may at times prove an inconvenience should we fail to perform our work to his satisfaction. This taxpayer pays our salaries and the rest of the bills. As a rule he does it cheerfully that his son and daughter may enjoy something a little better than was his privilege. Neither is he foolish. Most of those dollars came to him the hard way and he believes that he is entitled to full assurance that they will produce the desired results. Our columns of figures must and can show him a picture drawn in full color and perspective of how his dollars are providing his boy with an opportunity which will make him a credit to his family, his community, and his country. This picture will also tell him that a new room is needed here and a new plot of land must be purchased there. His son has little brothers and sisters that are coming along and room must be made for them also. That is the kind of information our taxpayer asks of us. I think he is entitled to it. We can give it to him with proper record keeping.

Fundamentally these are the ideals. Too often our records fail to show these things. Too frequently the local recording system has failed to keep pace with the demands placed upon it by our rapid expansion. Too often misguided efforts in the interest of alleged efficiency have resulted in a multitude of reduplicative forms and statistics which have strangled themselves in their own red tape. Too often

there has been a lack of necessary cooperation from those who must supply the facts and figures upon which our business machine depends for its existence. This cannot be attributed to deliberate neglect but rather to lack of definite business training on the part of those who have devoted their entire time to the demands of acquiring professional skill in preparation for an educational career. This lack is reflected in their relations with the business office. Too often misunderstanding and lack of understanding of the vital importance of their business relationship to the organization of which they form such an important part results in failure to render the fullest cooperation.

In consequence it often happens that when new appropriations must receive the necessary justification it is impossible to furnish the desired information. It just is not there because the statistics needed to paint the picture of a real need were never kept in carefully compiled records. This becomes even more deplorable when one realizes that the smaller schools and districts are frequently those whose record system is the least adequate and yet their need is such that in its absence their very existence may be jeopardized.

Appropriations for land and buildings; the supplies which are a necessity for their utilization; the demands of student enrollment; and the salaries of those who must operate these facilities constructively are all of them completely dependent on the finances available for maintenance. It thus becomes apparent that for the record keeper personalities are important only in so far as they may contribute to the smooth operation of the whole. On the ledger sheet a custodian becomes equal in importance to the superintendent. Neither could exist without the other or without each whose duties make him a functional part of the educational machine.

To present a dynamic picture of these activities a continuous flow of information must reach the business office in terms of facts and figures. Obviously the teacher's attendance records form a major consideration upon which future appropriations will depend. Less obviously her demands for paper clips and erasers are an index of financial waste which must be curbed. It is well known that small leaks can drain a reservoir dry. It is only through the medium of precise record keeping that estimates of future needs can be evaluated. How can we know how much cleaning material will be required next year to remove the smears of grimy hands from the halls of learning unless adequate recordings for past years are available? It is important that these facts be known for they will form the basis for the future budget.

During the years in which I have worked in our school system I have seen it develop from one of the smaller to one of the larger districts of Los Angeles County. It is only within the past few years that the demand of the State and Federal Government for records and statistics has developed to such a degree that this function alone represents a major part of our administrative work. The last huge undertaking was the compiling of records for personnel under the new California school employee's retirement system. Its successful completion was made possible only because records of past years were available to our offices.

How then can we look to the future that our business machinery may meet the demands placed upon it? One must consider the advantages of state or nation-wide uniformity in the organization of educational administration. It would thus be possible to eliminate much existing confusion and duplication through properly planned streamlining, resulting in a minimum of wasted effort. Under such conditions all personnel could be familiarized with the basic business functions of its institution and indoctrinated with the responsibility which it should share in this respect. A level of cooperation and efficiency might then be achieved which would make our objectives more readily attainable and be reflected in both the respect and gratitude of the citizens whom we serve.

HOW TO PLAN A VACATION WARDROBE

Joyce Fenley

Nothing is more fun than a well-earned vacation with pay—if you can relax and not worry about clothes. From the many letters we receive, the problem of what to wear when, and how to buy it without ruining the budget, takes a lot of fun out of many a gal's holiday.

Having just returned from a pleasant vacation, the problems (and even a fashion editor has them) are still fresh in mind.

The first thing is to think it all out—preferably with paper and pencil. Stretch out after work on a comfortable couch with your feet propped up (it's good for the circulation from head to toe!) and make a list of the clothes you have.

It's always surprising how many things can be rescued from last year. Adding fresh collars and cuffs, or new buttons, or re-dying a cotton dress can make it seem new.

When you've exhausted the things you can make-do, list the things you'll need, not for your vacation—but for *work*. With a little planning you can make your work clothes and play clothes do double duty.

Far too many business girls spend the biggest share of their budget on clothes for special occasions. Actually that should be the smallest expenditure. You meet more people that are important to you during your work day, and the impressions made then always carry over into your social life.

Besides if business clothes are well-planned, particularly with today's feminine fashions, you can wear them anywhere smartly with a change of accessories.

For example, this season there are many spun rayon tailored suits that look like tweeds or glen plaids, or worsteds. They're crisp, cool, comfortable, easy to care for. You can wear them to the office, for traveling, for spectator sports. If you get one with an easy gored skirt, it can be teamed with sweaters for golf and active sports.

Many of these suits come in mix-match ensembles with shorts, pedal pushers or slacks. Thus you can have almost a complete wardrobe. How much you make of it depends on what you do with your accessories. In fact, I can't stress the importance of accessories enough.

Perhaps my own trip to a southern resort will illustrate my point best. I traveled in a glen plaid spun rayon suit with a white boucle sweater (they're easy to launder once you get the hang of blocking them) and a perky little cloche hat which I could also wear with a print dress.

On cool mornings for sight-seeing or just lounging, I wore the skirt with a print jersey shirtwaist (no wrinkles) and a wool cardigan sweater (easy to pack). The same shirt teamed with matching shorts for active sports, and a matching halter went for sun bathing.

In the evening my cardigan sweater was frequently tossed over the shoulders of a tie-silk print dress. For cocktail parties, the same print dress took on a dressier air with the hat, bag and suede pumps I had worn traveling.

I took along lots of scarves and jewelry—particularly scatter pins. They take little room, and could change a simple knit dress (also a work costume—and packable) from sporty to dressy as needed.

For a real Summer trip, cottons play an important part. And here, again, there are many that do double duty this year. Newest are the crisp cottons that look—and even sound—like taffeta or surah. They're washable, packable, and when simply styled can go from morning to night smartly.

These new types as well as the good old standbys are made in a wealth of sun-back styles with little jackets. They're perfect for work in dark colors—and with jackets buttoned up, of course.

If you need an evening gown, let it be an inexpensive cotton, ankle-length, with a stole or jacket. It can be worn for cocktail parties, and less formal occasions, too.

The whole idea to keep your budget balanced and still have fun, is never buy anything you can't wear for more than one occasion or type of occasion.

Next important thing to remember is to buy the best accessories—handbags and shoes particularly—that you can afford. They last longer and you can wear them with a great many things. If you stick to the basic black, brown or navy—no matter how much fun it might be to have green or red shoes—you'll always be fashion correct.

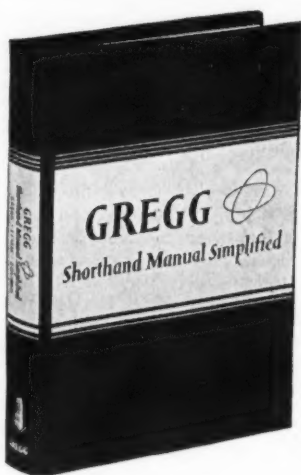
Last, but far from least, once you've planned well, relax, have fun, and don't worry about your clothes. Naturally, any girl wants to look her prettiest on a vacation, but a serene, happy smiling face can do more than all the clothes in the world to win friends and influence people.

Dear Miss School Secretary—

The shorthand teachers in your school will be saying, "Don't forget to order our copies of *the Manual—the New Manual!*" They will be referring to the book shown here: the new *Gregg Shorthand Manual Simplified*. This is a new edition of Gregg Shorthand, revised to make shorthand easier to learn and to teach.

For your information: There are *two* "new Manuals." You will want to ask the teacher which one she wants—the Basic or the Functional. They are *alternative* first-semester books, you see. The second-semester book is this one: *Gregg Dictation Simplified*.

P.S. When the new *Manual* arrives, take a peek; you will find them interesting and easy to read.



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CONVENTION—

"Go West to Zion in Forty-nion!"

The annual convention which will mark the fifteenth birthday of the National Association of School Secretaries is set for July 16 and 17, in Salt Lake City, Utah. Festivities and business will actually begin on Friday, July 15, with Open House, from 8:00 to 11:00 p. m. in the President's Suite at the Utah Hotel.

On Saturday morning, July 16, the Advisory Council will meet, while registration continues for those arriving on Saturday and a special session is being held for members not on the Advisory Council. Saturday afternoon, at 2:30, the First General Session on "Role Played by Secretary's Technical Skills" will be held. An informal banquet at the Hotel Utah Roof Garden is scheduled for 6:00 p. m. on Saturday.

The Convention's Business Session is listed for 10:00 a. m. on Sunday, July 17. Committee reports, installation of newly elected officers, and recommendations from the Advisory Council will be discussed. This business session promises to be of unusual interest because of several projects started this year and others to be proposed for the coming year. The Second General Session, at 2:30 on Sunday afternoon, will be based on the topic, "Role Played by Secretary's Professional Services."

The *Institute for Educational Secretaries* being cooperatively sponsored by the University of Utah and the National Association of School Secretaries will open the following day, Monday, July 18 and extend through Friday, July 22. Every member is urged to attend the Convention and make arrangements for staying through the following week for the Institute.

For additional information on either the Convention or the Institute, persons may write to Miss Edna Atkinson, Oak Park Township High School, Oak Park, Illinois.

the 1949 SUMMER INSTITUTES

University of Utah, Salt Lake City, Utah: July 18-22

The "Institute for Educational Secretaries" being cooperatively sponsored by the University of Utah and the National Association of School Secretaries, will follow the Association's National Convention being held in Salt Lake City on July 15, 16, and 17. The theme of the Institute, "The Secretary's Role in the Democratic School," will supplement the Convention theme, "Role of the Secretary in the Educational Process." The Institute is listed in the University's summer program as Education 67, and those wishing college credit may earn 2 quarter hours by submitting a paper within the time prescribed, after the close of the Institute. Registration fees: \$11.00 for those wishing credit, \$10.00 for non-credit registration.

Administrative assistants, secretaries, stenographers, clerks, business and clerical workers now employed in educational institutions, state or county educational offices; or persons interested in preparing themselves as professional workers in the educational secretarial field will find sections of the Institute program to meet their specific needs.

Secretaries attending the Institute and Convention will be housed in the Utah, Newhouse, or Temple Square Hotel, or one of Salt Lake City's Motels. Planned activities for the week include a picnic supper in the mountains, a trip to the famed open cut Utah Copper Mine and a dip in Great Salt Lake, a conducted tour of the city, and visits to Temple Square. Salt Lake City is the "Heart of Scenic America," and interesting trips may be planned before or after the Institute.

For specific and detailed information about the Institute and Convention, secretaries are invited to write to Miss Anne J. Critchlow, Board of Education, 440 East First South, Salt Lake City 2, Utah or to Miss Edna Atkinson, Oak Park Township High School, Oak Park, Illinois.

Kent State University, Kent, Ohio: July 25-29

This fifth annual workshop is being sponsored by the Department of School Secretaries of the Ohio Association of Public School Employees, and the College of Business Administration and the College of Education of Kent State University. The 1949 workshop has a two-fold purpose: to plan and prepare a handbook for school secretaries in Ohio, and to provide in the workshop itself educational experiences of value to the persons in attendance. Two hours of credit may be

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earned for the forty hours work represented in the week's workshop. Secretaries enrolled for credit will be required to pass a comprehensive examination covering the week's work. Registration fees: \$14.00 for those wishing credit, \$5.00 for non-credit registrations.

Members of the workshop will be housed in one of the university dormitories at a cost of \$2.00 per night for four nights. The university dining hall will be open to secretaries enrolled in the workshop.

This workshop will be of interest and value to secretaries outside the state of Ohio as well as those employed in the state. Kent University and the Department of School Secretaries invite all interested persons to enroll. Anyone interested in making plans to attend may contact Miss Louise H. Wheeler, Department of Secretarial Science, Kent State University, Kent, Ohio; Mrs. Vivienne Sumpter, 1749 Lee Road, Cleveland Heights, Ohio; or Miss Florence Howell, 70 N. Broadway, Akron 8, Ohio.

University of Wisconsin, Madison, Wisconsin: August 1-6

A School Secretaries' Institute, sponsored by the University of Wisconsin and the Wisconsin School Secretaries' Association, will be conducted for the purpose of enabling school secretaries to join in a study and discussion of mutual problems. Topics to be discussed include: "Raising the Status of the School Secretary," "Pleasing and Effective Secretarial Service," "School Administrator and His Secretary," "Basic Concepts of Education," "Human Relations," "Secretary and Guidance Program," "Business English," and "Organizing for Efficiency." Any woman engaged in a clerical, secretarial, or supervisory capacity in education or in organizations concerned with education is invited to attend.

No registration or tuition fee will be charged. Rooms will be available in the University housing units, at \$2.50 per night. All dining units of the University Memorial Union will be available to those attending the Institute. Food costs should average between \$1.75 and \$2.00 per day. Opportunities for varied social activities are afforded by Madison and the University of Wisconsin and the afternoon sessions will close at 3:30 to give time for participation in "extra-curricular" activities.

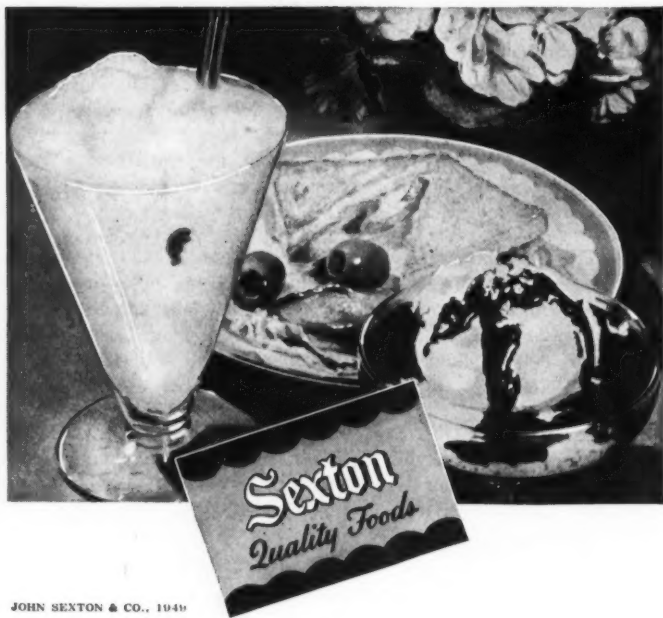
Persons interested in receiving a more detailed program may write to Dr. Russell J. Hosler, School of Education, University of Wisconsin, Madison, Wisconsin, or Mrs. Catherine Hart, Edgerton Public Schools, Edgerton, Wisconsin.

University of Maine

Tentative plans for a workshop at the University of Maine are being considered. For definite information as to final plans, interested persons may write to Miss Pauline Smith, Office of the Superintendent of Schools, Portland, Maine.

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With the Regional Conferences over and we have settled down, our thoughts are turning to spring cleaning, not only in our homes but in our minds as well. So I am sure we are popping with ideas for the Efficiency Exchange. Please, grab paper, put them in writing and send them along to me!

Elsie S. Roth of Clayton, Missouri, sent an interesting suggestion for our Exchange:

"As you begin a letter, do you wonder if the person should be addressed as "Dr." or just "Mr."? If he is a school administrator I use the latest Yearbook of the American Association of School Administrators. At the end of the book is a List of Members, giving highest educational degree held by the person.

I find this Yearbook most helpful and I have been grateful for it for a long time."

The March, 1949 issue of the *Newsletter*, Official publication of the Secretarial Association, Los Angeles City Schools, Los Angeles, California, had two fine items in it which I should like to pass along to you:

1. "Public relations begins at home, inside your own office. One company is making a booklet available to customers in its area that lists points for better use of the office phone. The points are made in this order:

Answer promptly
Answer by name
Speak clearly
Acknowledge the visitor's greeting
Transfer calls only when necessary
Keep pad and pencil handy

Give full explanations
Take messages

THANK THE VISITOR FOR CALLING."

(Quoted from *Printer's Ink*, July 30, 1948)

2.

A SMILE

- *Is understood in all languages
- *Is an enemy of anger
- *Is a \$1,000,000 habit
- *Creates sunshine
- *Makes happiness
- *Makes Friends
- *Is a fine tonic
- *Induces sleep
- *Costs nothing
- *Is contagious
- *Is so easy

Let's see you SMILE

(*"The Bulletin"*, L. A. 10th District Calif. Congress of Parents & Teachers, Inc., March, 1949.)

Last year I mentioned a staple remover which we found very useful in our office. Since I love gadgets, I came upon another one which I like even better. It is called a "Presto" and is made by the Metal Specialty Manufacturing Co., Chicago, Ill.

Do you get your hands and nails all messed up with ink when you are using the mimeograph machine? Well, I do and I find that a coating of DuPont's "Pro-tek", E. I. DuPont de Nemours Co., Wilmington, Delaware, works wonders. It stays on for a long while and when it's washed off, takes all the ink along with it.

My newest gadget is an eraser shaped like a pencil with a brush at the upper end. The paper surface peels off when the eraser wears away, so that only a small amount of rubber is exposed at one time.

We won't be meeting again until next Fall, so I want to wish everyone a very happy summer vacation.

April 4, 1949

For your convenience, we have prepared a form which may be used for Affiliation. Please fill out this form and mail it to Catherine Day, Board of Education, 1354 Broadway, Detroit 26, Michigan.

APPLICATION FOR AFFILIATION

(Make checks payable to the National Association of School Secretaries)

The Association of School Secretaries
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Renewal.....

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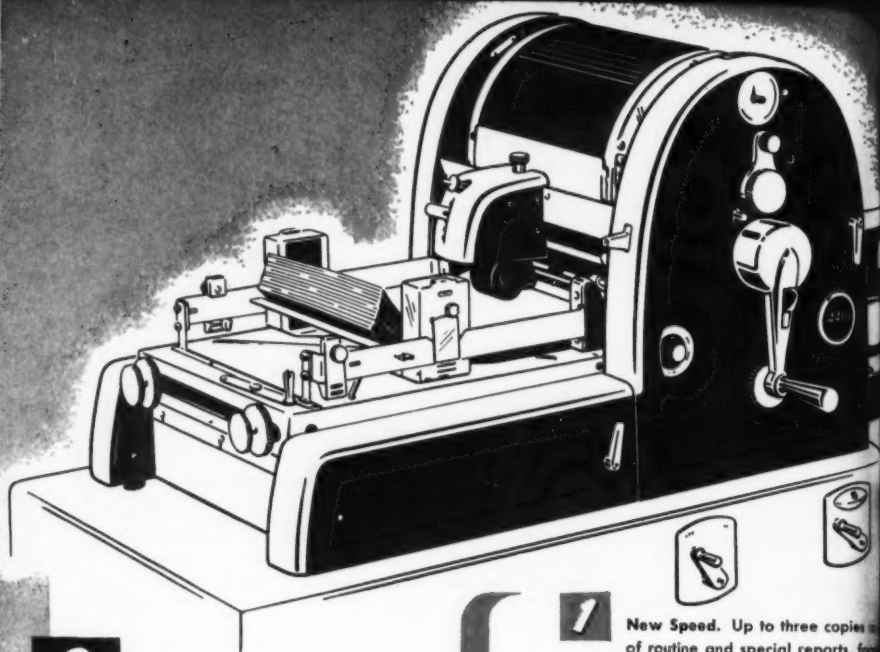
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COMMITTEE NOTES

PUBLICITY

We hope that each member of the National Association of School Secretaries has taken "Nancy National" into her office and heart, and made her feel wanted, has given her a sense of belonging. Those things are so essential in the early and formative years of a person's life! If you know other school secretaries who might like a copy of "Nancy", let your publicity chairman know her name and address.

The orchid for the month goes to our own NATIONAL SECRETARY editors. One of the articles from the February issue will soon be appearing in the *Education Digest*—which puts us right out in front of the crowd! Congratulations, Frances Rosenthal and Dorothy Littleton!

More of our secretaries are breaking into the big league. Josephine F. Murphy, private secretary to the Supervising Principal in Glen Ridge, New Jersey, recently had an article entitled, "They See Her First," published in the New Jersey Educational Review, the official publication of the New Jersey Education Association. Her article deals with the major role played by secretaries in the public relations program.

Lydia Bagdikian, secretary to the superintendent of schools at Stoneham, Massachusetts, wrote on "The Secretary's Contribution" for the January 1949 issue of The Massachusetts Teacher, the official organ of the Massachusetts Teachers Federation. Miss Bagdikian, a former president of the Massachusetts Association of School Secretaries, points out the many different tasks performed by the school secretary, and gets in a good word for our professional associations.

Your chairman had the privilege of appearing on a panel discussion program at the meeting of the American Association of School Administrators in St. Louis on Monday afternoon, February 28. The discussion dealt with the responsibilities of administrators for giving leadership to Parent-Teacher educational projects and the opportunity

and miscellany

presented (?) itself for me to mention the National Association of School Secretaries and the place of the secretary in the educational program.

MARTHA S. LUCK, *Chairman*

AFFILIATION

STATE AND LOCAL ASSOCIATIONS
AFFILIATED WITH THE NATIONAL
ASSOCIATION OF SCHOOL
SECRETARIES, AS OF
APRIL 15, 1949

Association	Advisory Council Members
Arkansas	Corinne Messenger
Illinois	Esther Sogge Marian Homer
Indiana	Lucille Jones Alma Cripe Melba Demaree Virginia Childers
Michigan	Ruth Pake Mary M. Coyle
New Hampshire	Esther A. Magnuson
New Jersey	Mae V. Boland Emma Castner Edith Hickey Ida La Paglia
Pennsylvania	Anna Miller
Wisconsin	Catherine Hart
Baltimore, Md.	Elisabeth Stevens
Denver, Colorado	Rilla Finley Rita Putnam
Detroit, Michigan	Marian Hatch
Dist. of Columbia	Betty Ashby
Hartford, Conn.	Helen S. Woodford
Houston, Texas	Christine Rowell
Kansas City, Mo.	Elizabeth Segelcke
Little Rock, Ark.	Catherine Yates
Milwaukee, Wis.	Lillie S. Reilly

All State and Local associations are urged to affiliate with the National Association before June 30, and appoint or elect an Advisory Council Member to represent your association. The Advisory Council will meet during the National Convention in Salt Lake City, at 9 a. m. on Saturday, July 16. Send your \$5 affiliation fee and the name of your Advisory Council Member to Miss Catherine Daly, Board of Education Warehouse, 444 West Willis Avenue, Detroit 1, Michigan.

MEMBERSHIP

Seven additional states have joined the ranks of those whose membership exceeds that of last year. This brings the total to 24 states. The total membership of the Association is the highest it has been since the war. This fact is quite encouraging but there is *still* much to be done before we reach the "before-the-war" level. Think what it would mean if all states should go beyond the membership of last year!

What can *you* do to help *your* state "better its best?" Is there someone you know who has not renewed her membership? Is there someone you know who has never been a member of NASS?

It is still not too late to receive benefit of membership for the year. As soon as you read this message, won't you do what you can to bring in one more member? The old-time saying of "It takes the cooperation of every bloomin' soul" rings true in these modern times as well. We know that you are interested in your Association and in your own professional growth. Use your influence to help another advance professionally!

Regional meetings have afforded splendid opportunity to bring groups together throughout the country. They have brought splendid results, both in increased membership and in professional interest. There will be one more opportunity this summer for a grand "get-together". Let's all meet in Salt Lake in July and enjoy one more benefit of membership in NASS.

SARA MILNER, *Chairman*

THE TEN COMMANDMENTS OF HOW TO GET ALONG WITH PEOPLE

1. "Keep skid chains on your tongue; always say less than you think. Cultivate a low, persuasive voice. How you say it often counts more than what you say.
2. Make promises sparingly and keep them faithfully, no matter what it costs you.
3. Never let an opportunity pass to say a kind and encouraging thing to or about somebody. Praise good work done, regardless of who did it. If criticism is needed, criticize helpfully, never spitefully.
4. Be interested in others; interested in their pursuits, their welfare, their homes and families. Make merry with those who rejoice; with those who weep, mourn. Let everyone you meet, however humble, feel that you regard him as one of importance.

5. Be cheerful. Keep the corners of your mouth turned up. Hide your pains, worries and disappointments under a smile. Laugh at good stories and learn to tell them.
6. Preserve an open mind on all debatable questions. Discuss but not argue. It is a mark of superior minds to disagree and yet be friendly.
7. Let your virtues, if you have any, speak for themselves, and refuse to talk of another's vices. Discourage gossip. Make it a rule to say nothing of another unless it is something good.
8. Be careful of another's feeling. Wit and humor at the other fellow's expense are rarely worth the effort, and may hurt where least expected.
9. Pay no attention to ill-natured remarks about you. Simply live that nobody will believe them. Disordered nerves and a bad digestion are a common cause of backbiting.
10. Don't be too anxious about your dues. Do your work, be patient and keep your disposition sweet, forget self, and you will be rewarded."

ARTHUR L. PERRY,
*Superintendent of Schools
Rahway, New Jersey*

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RITA K. PUTNAM

..... LISTENING IN

I wonder how many of you have had the Foreign Students visiting in your schools and cities. We had them at East High School in Denver—an experience long to be remembered. Just so you'll know what I mean, I'm going to let Puddy Northcutt, head girl at East, tell you about them.

"Each year the New York Herald Tribune conducts a tour of the United States for numerous foreign students, in order to promote friendly international relations. This year the students were from the seventeen Marshall Plan countries, a boy and girl from each country. Each of these students had to first, write a theme on "The World I Want" and then go through rigid examinations in English about information concerning America as well as their own countries.

"The Foreign Guests arrived in the United States the first of January. They spent four weeks in New York, each in a separate private home, where they attended classes in the public schools. Toward the last of January they embarked on a tour of the United States which took them through Tennessee, Texas, California, Colorado, Minnesota, and Washington, D. C., as well as others. They stayed in private homes and were entertained royally by high school students and faculty members in each of these states.

"It was one of the experiences of a lifetime for these foreign youths, as well as for our own students. They had an opportunity to make many new

friends and become acquainted with each other's point of view by asking such questions as, 'where do you go on dates' or 'how do you dress,' 'what do you study in your schools'. And the surprising thing was that all the replies were just what an American youth might have answered. Yes, these youths from far across the sea are just like our own boys and girls. The only marked difference was their lack of luxuries which we so casually enjoy.

"One of the foreign students remarked, 'See, we get along so well as students—why is it we can't live that way?' And for the humorous side of the visit we always had the boy from Greece who always wanted 'to make a speech—but then if I did, you wouldn't understand—it would all be Greek to you'."

And why have I used this as a beginning for my column—isn't the National Association of School Secretaries trying to bring about this same unity of living. The sameness in purpose, a chance to make friends—know one another, exchange ideas, and work together.

ARIZONA

EXTRA! EXTRA! Read all about it! --SCHOOL ASSISTANTS PLAN CONVENTION. The Arizona Times carried the above headline complete with picture and write-up. "On to Salt Lake" the theme for the table decorations was carried out in miniature buses wending their way through desert shrubs and

flowers. The walls of the banquet room were silhouetted with cowboys, bucking broncos, and maps for the trip. Tiny pictures of buses were the place cards. Dr. Keith J. Perkins, Head of the new Psychological Clinic in Phoenix was the guest speaker. His subject "Developing a Friendly Personal Contact with Students" was most informational and educational.

"The Wearin' of the Green" was very much in evidence at the St. Patrick's Day dinner held by the Phoenix School Administrative Assistants. After a wonderful dinner, discussion groups were formed and individual problems were discussed.

CALIFORNIA

Reports on the 1949 Regional Conference of the National Association of School Secretaries held in San Francisco were given at the March meeting, by the delegates. Schools were visited, ideas exchanged, and many discussions arose.

Members of the Secretarial Association will soon receive Purchasing Service Cards enabling them to make purchases of standard merchandise at sizeable discount. (Dorothy Knoblock, take a bow for your committee. As you say, this is surely one way of increasing the paycheck, making it go further by planned and careful buying.)

A new Los Angeles City Schools Toastmistress Club is to be organized for the clerks and secretaries in both administrative offices and the schools. This is a splendid opportunity for improvement in English word usage, group speaking, parliamentary procedure, and leadership.

The girls from Pasadena have been very busy getting out copies of *The Scriba*, and from Louree Osborn, President comes this most worthwhile message: "It is my hope that we have fulfilled to the best of our ability the purpose of the organization—"to establish a closer bond of friendship and cooperation among the secretarial, clerical, and accounting employees, and to stimulate self-improvement and professional

growth on the part of its members, both individually and as a group, to the end that a finer and more efficient service may be rendered to the schools and to the community." And for pleasure plus—the Association contributed \$100 to be given to the crippled children at Casa Colina Convalescent Home; and a pleasant get-together one evening making dolls for the children. All you N.A.S.S.—why not a doll from you?? Just send them to Louree Osborn and surprise her.

COLORADO

The Denver Clerks and Secretaries held their annual spring luncheon at the "Top of the Park"—atop the Park Lane Hotel. The clear spring day revealed the Rocky Mountains in all their splendor—from Pike's Peak to the Wyoming line.

A committee has been appointed by the Employees' Council to study the attendance at professional meetings. Three applicants from the non-certificated group will be chosen each year to attend meetings with all expenses paid. All others wishing to attend may apply for travel expense of not less than two per cent, except where two per cent of salary exceeds total expenses of annual salary. Applicants must send in their request to attend to the Central Committee for screening and approval.

CONNECTICUT

The Hartford Public School Secretarial Association held a meeting at which time, Mildred Bristol from Southington, gave a talk. Her subject, "The National Association of School Secretaries," helped to further the interest in organizing a State Organization. (Mildred, could be you interested a few of the members—NASS is now richer by four new memberships.)

The girls in Southington are eagerly looking forward to a new million and one-half dollar High School.

(Mary Armond, how does it feel playing "hookey" while we slave away in

"ye old job." Hum, New Orleans—and this time of year, too.)

GEORGIA

The Georgia Association of School Secretaries held a dinner and meeting at the Sidney Lanier Cottage, the home of the well-known Georgia poet. The place cards were replicas of the pretty little white cottage. The photograph of the bust of Sidney Lanier was made especially for the program by one of the teachers in the Macon Schools. The general topic for discussion was the "Four R's", the fourth being Public Relations.

From Sara Milner of Atlanta has come this choice bit: "The other night I was reading the Anniversary Edition of *School Daze*, the Massachusetts Association Bulletin, and came across a letter from Helen Davison, a retired Massachusetts secretary who is visiting in Marietta, about twenty-five miles from Atlanta. I dropped her a note and she called me this afternoon. She is to have supper in my kitchenette with me next Wednesday. This will initiate N.A.S.S. visits to me in my new apartment and I hope that all N.A.S.S. members will take this as an invitation to *open house* on visits to Atlanta. After all, we don't want Chicago to be the only place with a Dew Drop Inn. The latch string is out to "youall".

HAWAII

Many things have happened since that first organizational meeting in January, 1948. Officers have been elected, Constitution and By-Laws have been drawn up and adopted, twenty-two members have joined the organization, and many plans for the future have been laid. The secretaries attended the teachers' institute along with the teachers. The guidance program on the intermediate level was discussed by Dr. Crooker. He explained why students in the intermediate age group act the way they do and what we can do to help them. A panel discussion was held on "Employees' Retirement System." The Institute closed

with dinner at the Seaside Club. (Imagine *any* dinner in Hawaii!!) Good luck to you, Hatsue Abe, in all that you have planned for the coming year.

ILLINOIS

The Spring Conference of the Illinois Association, April 22 and 23 was arranged by a very able committee from the *Tri-Cities* shown on the map as Moline, East Moline and Rock Island with Eileen Miedke acting as chairman. The well balanced program gave interesting and beneficial suggestions to the large group who took advantage of this opportunity for a little jaunt during blossom week. Mr. Alex Jardine, Superintendent of Schools in Moline, gave the address of welcome at the first session. Many secretarial problems in administrative offices from the different levels of education were discussed and each group was led by an experienced secretary. The Saturday luncheon was a delightful affair at the Watchtower Inn in Blackhawk State Park near Rock Island and the speaker was Rev. G. Everett Arden from the Augustana Theological Seminary. After a tour of the high schools in Rock Island and East Moline the group returned to Moline for a business meeting. Then followed an excellent dinner at The Plantation. All who attended complimented the arrangement committee for a very inspiring, as well as a pleasant conference for the girls who are striving to improve their abilities and services to the schools of Illinois.

INDIANA

Good luck to you, Melba Demaree, in the sectional meetings you have planned during the coming months. Since this is the first year these spring meetings have been planned, I know how anxious you are to have them a success.

Margaret Hannan, Pauline Hollis, and Dorothea Knight, your reports on the different sessions of the St. Louis Conference were grand—a lot of "meat" in them for all of us. Following is a "bit of this and that" taken at random from

your reports: Something for the future to aim at—"contracts, adequate salaries, sick leave, opportunity to sit on educational committees and participate in educational planning." "Since the secretary is a reservoir for annoyances she must train to be diplomatic, efficient without stepping out of bounds, adaptable, and above all pleasant. Performance shows personality." Do you see yourself as others see you—are you "the timid secretary who needs more confidence, the ambitious secretary who needs guidance, or the nervous energy secretary who gets things done but makes a wreck of those about her?"

An "orchid" to the secretaries of EVANSVILLE in getting Evansville College to give a survey course for school secretaries this winter.

MAINE

The annual meeting of the Maine school secretaries was held at Bath. (Golly, that's a sentence for you—kinda snappy! Maybe rewording it would make it better much.) A bazaar was held before the luncheon and a tidy sum was added to the treasury. Futures were painted very rosy under capable palmists Miss Ferguson and Mrs. Whittemore. Once again a summer workshop is being planned at the University of Maine, August 8-12. Pauline Smith, Portland, Maine—here's hoping the registrations pour in.

MASSACHUSETTS

School Daze—seventeen pages of growing bigger, more professional, wiser in judgment and decision, marking the end and the beginning of another year. Mima Dallas, as President of the N.A.S.S., you have summed it up very well when you say, "We have won the good-will of those with whom we associate, whether it be through school or business relationships. The local and district groups of school officials are enthusiastic in our support. We are grateful for this recognition and shall

strive to continue worthy of it." Among other "Birthday Wishes" many were received from past presidents, honorary members, as well as some of the recently retired members. (Such happy "wool gathering" as was evidenced in their written messages could not be matched far nor wide.)

As slaves on the job, I thought perhaps you would like to know just what the retired members do with their "leisure time." Ellen Broadmeadow writes: "My hobbies are few; indeed I have but one and that is rare china and figurines. Social activities are limited to church work. This keeps me busy." Effie Goodwin from Chicopee says: "I'll have to keep it condensed or I would fill the whole edition of *School Daze*. I am enjoying life. I have joined the Woman's Club, and many others. In closing I can only say that when any of you retire I hope you will enjoy it as much as I have and do." (Ellen and Effie, it is awfully nice knowing you and all the many others like you. "God Bless You and Keep You." Let's see—52 Fridays in a year and—more years, why that's a mere 1,040 more Fridays!)

Another school secretary in the news. Lydia Bagdikian from Stoneham—you have done us right proud with your article "The Secretary's Contribution" in the January issue of the *Massachusetts Teacher*. Lydia writes: "The greater the demands of outside organizations, the greater must be the secretary's physical and mental stamina. She must learn to be discreet and to have keen judgment and understanding, for she is the first to face the public and must serve as a sounding board. She must be a diplomat and know when to say yes and when to say no. The value of a secretary can be measured by the efficient manner in which she can relieve her employer of details, thus affording him the opportunity to devote his time and energy to greater problems."

Suits, cottons, sailor hats and "blonde" shoes will be among the fashion headliners this spring, Miss Carmilla MacDonald, a teacher at the Garland

School, Boston, told members of the Newton School Secretaries Association recently at a meeting at the home of the president, Miss Phoebe A. Bell, 93 Waban Park, Newton, in a talk entitled "Fashion Trends for Spring." On the controversial subject of the length of dresses and suits, Miss MacDonald stated that it is now an individual question, and advised women to adjust the length of their clothes for the most becoming effect. Cottons will not only be popular for everyday wear, but will be used in dress-up clothes as well, the speaker continued. Voiles, organdies and dimities will also be popular this summer. Shoes will match the color of the clothes worn; and blonde shoes, to match light clothes, will be seen. Coats will have tight fitting bodices with very full skirts, huge dolman sleeves and tight cuffs. Assisting Miss Bell in arrangements for the meeting were Miss Alma W. Littlefield, vice-president, and Miss Emily Guzzi, Mrs. Dorothy Aston, and Mrs. Katharine White, members of the program committee. The table decorations and refreshments were carried out in green in observance of St. Patrick's Day.

MICHIGAN

Welcome to the N.A.S.S. family—Flint, Michigan!

The state convention will be held in Grand Rapids—Mary Lou Duso, I hope you were spared those gray hairs, as chairman. From Anita Anastor comes this worthy advice: "Convention time is drawing closer by the day girls. Now is the time to start saving your nickels and dimes. Don't buy that candy bar, you've been meaning to go on that diet anyway, and you went to a show last night, so you don't have to go again tonight. Before you know it, you will have enough saved." Hummmmm, Indeed, Mr. Cupid has been "riding again" down Michigan way.

MISSOURI

The State Convention of the Missouri Association of School Secretaries was held at Kansas City. Circus decora-

tions helped to put the members in a festive mood. (Betty Segelcke, have the offers been pouring in from the local Ch. of Com. for your one-woman tour of Kansas City?)

Recognition for the midwest—You can't keep a man from being president if he's from Missouri! Mr. John L. Bracken, Superintendent of the Public Schools in Clayton, Missouri, has been elected President of the American Association of School Administrators. (A most successful year to you, Mr. B.)

Mary Hanson, chairman of the program for the one-day Workshop in Independence, from all reports the twenty secretaries in Jackson County, your meeting was most successful.

Members of the St. Louis Association will be busy as "beavers" getting ready for the State Association convention held there next November.

The April edition of *"The Missouri School Secretary"* announces that Ruth Ridgway, Webster Groves High School, and Member-at-Large of the NASS has been appointed General Chairman and promises an exciting meeting on November 4, 5, and 6, 1949.

NEW HAMPSHIRE

New Hampshire secretaries are being taken in to the Retirement System. Some of the gals haven't as yet been taken in because each District has to join and contribute toward the system. About half in the State belong—contributing toward it by payroll deductions each month while the School District matches each contribution.

The following sick leave policy has been adopted by the Superintendent's office at Concord: "Each twelve month employee in the District shall be entitled to be absent from work on sick leave without deduction in pay for not exceeding fifteen working days in each school year on account of his or her illness, provided, however, that such sick leave shall be cumulative to not exceeding ninety working days.

"Each employee of the District shall be entitled to be absent from work without deductions in pay for (1) not exceeding three working days in each school year for the purpose of attending funerals or sickness in his or her family, and (2) not exceeding one working day for other personal emergency, provided, however, that the number of days so absent shall be deducted from days allowed for sick leave."

"In case of absence for less than a full day, absence for (1) less than one-half day shall be disregarded, (2) between one-half and three-quarters shall be counted as one-half day, and (3) over three-quarters shall be counted as a full day."

NEW JERSEY

Does this sound familiar to you: "The visitor comes in, edges up to the counter, and looks timidly about. The office force is busy. One girl is copying a badly mangled budget. Another is cursing the Form A Report to the Secondary Division. A third has been for ten minutes submerged in a filing cabinet, hunting for a letter which she is sure she handed to the Boss yesterday. Now when she comes up for air, here, standing at the counter, is a wholly unwarranted interruption." It could be a problem in Public Relations—the answer to which you have gone through many times. Mr. Ryan, Assistant Commissioner of Education in New Jersey in his article "Be Kind to the Visitor" feels this is one phase of public relations which it is easy to take too lightly—the contact between the visitor and the school office or the office of the administrator.

PENNSYLVANIA

Good luck to you, Kay Mitchell, in getting your bill for Certification before the House. It has been a long time since the committee first met in 1941 to talk over plans. A lot of hard work and pushing has been done—and now your motto "'49 or bust" is practically a reality.

"Tips to the Business Girl", a personality course, has been started. It is back to school for the secretaries—self analysis tests, informal clothing for the business girl, hair styling, and hobbies are among the many topics for discussion.

From the *Keyboard Kapers* comes this bit. Recently, one of the secretaries doubting that shorthand and typewriting could be learned in one week, wrote a letter to the editor of *Bulletin Index*. Here 'tis:

"In your recent issue of January 22, 1949, in the story on Page 11, Cleda Clark's Adventures, the statement that she applied for a job as secretary to the manager of Station WPIT and learned shorthand and typewriting in a week, is very questionable. I would like to know what method of shorthand she uses, and the name of her super teacher. I am sure that many secretaries, myself included, feel this is impossible. To attain any proficiency, it usually takes at least one year of study. What was her rate of speed in typewriting at the end of a week? It will embarrass many secretaries, if this statement is true."

The answer:

"The statement was not entirely correct. Miss Clark could type 'hunt and punch' before her training began and the training period was not one, but two weeks. In that time, she learned enough shorthand (Gregg) and the standard typing form to take letters. After a week of using the Gregg system, she began to devise her own, which she now uses. The teacher was the clerk of the board of county commissioners in Jefferson County, Ohio—" (Too bad Betty S., just couldn't pass this up.)

SOUTH DAKOTA

About eighty persons, representing communities throughout the state, attended the two-day workshop for secretaries held at South Dakota State Col-

lege last summer. The workshop was supervised by Selma Nelson, secretarial science professor at State College, who stressed "practical everyday problems of the secretary." Topics lectured and discussed were: employee-employer cooperation; the qualities that employers expect of employees in the post-war era, and the Bell Telephone Company demonstrated in lecture and in film the importance of telephone courtesy. Numerous films showing tips on typing and the duties of secretaries were shown.

Thank you, Agnes Schlender in helping me get N.D. in my roll-call of states! Perhaps one of these fine days, they will be included as a State Organization of the N.A.S.S.

TEXAS

The Dallas School Clerks and Secretaries Association is two years old now and has accomplished many worthwhile things. Fannie Billings writes: "Copies of the *National Secretary* and encouragement from the National Officers have helped us greatly." (Thank you, FB—indeed, that's just what we're for!)

UTAH

The *Secretarial Notes* is just bubbling over with summer plans for the Convention and Institute. It is truly an institute for the school secretaries—they have been asked to make suggestions as to the type of subject they want to be considered. They are thinking of their own problems, analyzing their jobs and aims—sending all questions and ideas to Ann Critchlow. As Ann so ably sums it up: "This is our opportunity to demonstrate that we are serious about the work we are doing, that we want to be professional workers, and that we can carry on what was started at Columbia and has been continued each year at the various universities."

Such plans deserve cooperation—and sooooo—"Zion, here we come."

WISCONSIN

They sing of "June in January"—so why not tell of a Christmas Party and meeting, in May! The Milwaukee Association met for their annual party and meeting. Successful—just you listen to this: "A Christmas tree ornament cut-out pinned to each girl as she arrived inscribed with her name served as her admission ticket. Santas about to descend chimneys were program covers and nut cups. Christmas trees made of layer upon layer of varying shades and sizes of green poster paper circles decorated with sparkling sequins were used. At each place setting reposed a gayly wrapped Christmas package." ("T" Pimiskern, I understand you did the art work. Want a job?)

The ways and means committee gave a tentative report of the sale of cards and stationery. A hundred and fifty dollars really does represent a lot of good hard work.

Catherine Hart, the plans for the Institute sound wonderful. Busy days are being planned for August 1-6. With such a schedule planned, all will be busy at work and play. Discussion groups dealing with large city schools, Boards of Education, Vocational Schools, County Superintendent's Offices, Small Schools, College and Universities are planned. "School Administrator and His Secretary," "Basic Concepts of Education," "Business English and Letter Writing," "Human Relations, Personality Development," and "Office Techniques" are just a few of the very worthwhile classes being set up.

* * * *

Nineteen states heard from and the deadline for the column has been met once again, and now I'm on my way to Santa Fe, New Mexico, for that much looked forward to Spring Vacation. Have my toothbrush packed, my other dress, armed to the teeth with places to visit and buy jewelry in and a book entitled *Spoken Spanish for Travelers and Students*. And so, Adios. Hasta luego!

LIFE MEMBERSHIP

A reminder is given of the plan for Life Membership as recommended by the committee appointed at the Executive Board Meeting held in Chicago in July, 1947 and further developed at the meeting in Cleveland last July. We reprint the findings of the Committee as published in the February issue.

"Since 'life membership is a symbol of permanent interest in and loyalty to the profession,' we suggest that the following amendment to the By-Laws be presented by the Executive Board for action by the membership at the July, 1948, annual meeting:

"A member in good standing for more than two consecutive years shall be eligible for life membership upon payment of twenty-five dollars in full, or ten dollars down and three annual installments of five dollars each. A life member shall be entitled to all the privileges of an active member.

"The Committee feels that the life membership fees should be disassociated from the regular memberships and it suggests that provision be made whereby they be earmarked and invested. This arrangement would guarantee that they continue to render service to the profession permanently.

"Twenty-five dollars represents continuous membership for twelve and one-half years and the deferred payment plan makes life membership possible for every school secretary.

"It is further suggested that a special emblem and membership card be issued to life members.

"Favorable action on this amendment is imperative because of the growing financial needs of the Association necessary to carry on the varied activities and services.

Constance K. Cowardin
Virginia A. Halsey
Louise H. Nelson
Betty Zimmerman, Chairman"

The Committee is continuing to work this year, with the assistance of Eleanor Dearden, and will present a suggested emblem, pin, or insignia at the meeting this summer.

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Western District—Miss Marie Dengler, Allegheny High School, Pittsburgh 12

Virginia—Miss Frankie Anderson, Nathaniel Bacon School, Richmond

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